

Westwood Civic Association  
General Meeting Minutes  
April 20, 2021

Present: Abe Brandyberry, Wendy Clark, Katie Frazier, Nick Jackson, Alexa Justice, John Kerr, Scott LeCates, Anne Murphy, Thomas Sauter, Karen Strasser, Jon Thompson, April Stephens

Absent: Stephen Schramm, Shawntee Stallworth Schramm, Andrea Boettcher

1. Recording Consent
2. Roll call
3. Approval of Agenda-Add Outreach Update (Emily Reynolds) and WESTCURC (Bob Willis); Nick introduces motion to approve changes to agenda; seconded by Alexa. Motion passes.
4. Approval of Minutes-Approval of steering committee minutes from April 13; Alexa motions to approve; seconded by Scott LeCates. Motion passes.
5. Police Report-Sgt Hicks  
YTD 376 reported crimes in Westwood. Fourth year of reductions in most crime areas except for aggravated assault and auto thefts. Most auto thefts associated with people leaving their cars running unattended. ShotSpotter. Increase number of calls reporting shots fired. Police ask you to call if you think you hear gun fire. The information from citizen reports is very important to helping target location in combination with ShotSpotter technology. Shot Spotter covers about 3 square miles with coverage in areas where historically gunfire has been more frequent.
6. Fire Report  
No representatives in attendance tonight.
7. Welcome New Board Members- The new board members briefly introduced themselves. The new board members are Nick Jackson, Wendy Clark, Jon Thompson, Katie Frazier. John Kerr was re-elected. A

big thank you to all the departing board members for their time and service.

8. WCA Master Calendar-Alexa Justice created a master calendar in Google to log all WCA activities including general meetings, steering meetings, social media post reminders, committee meetings, and important deadlines for Westwords, NSP, reporting, etc. Calendar access has been provided to all board members and other WCA members by request

#### 9. NSP Funds-Alexa Justice

The city has notified our new Treasurer (Alexa Justice) that they are working on NSP contracts and pending legal review. The NSP funds are not yet available to be spent.

#### 10. Outreach Committee Updates-Emily Reynolds

The website has been updated with a tab to nominate individuals for Westwood Hero (2 x year), Westwood Neighbor of the Month (1 per month), and Westwood Yard of the Month. Neighbor of the month is a new WCA initiative.

WCA needs a new steward to manage Yard of the Month. If interested in volunteering for this role please contact the WCA board.

#### 11. WestCURC-Bob Willis

Bob Willis is treasurer of WestCurc Community Development Corp representing Westwood neighborhood and business district.

The city funds an annual competitive award to fund neighborhood organizations. WestCURC is submitting proposals for two projects in Westwood centered around two lots they own:

1. Parking lot next to Henke & Urwiler
2. Parking lot next to Montana (near upholstery shop)

WestCURC has been working on parking lot improvements, e.g. adding new LED lighting, removed deteriorated fencing and in process of installing new fencing.

They are proposing two projects for city funding for additional improvements:

Minor Project (up to \$50k) They are seeking additional city funds to provide electricity to the lot by Henke which would support food trucks for events or regular set up in that lot for example. They also need better signage to highlight the parking and improved fencing and sidewalk maintenance. Estimated need is \$30k-\$40k.

Major project-WestCURC purchased Lunsford Funeral Home using city granted funds, with plans to develop the property to enhance the business district. They are working on creating RFPs to issue to developers. Could include repurposing existing building or new construction. No plans have been settled, they are still brainstorming and developing the RFPs.

They are requesting review and a letter of support from WCA. The application deadline to the city is May 14. They would need to include letter of support in that application, though project details will not be solidified at that time. However, the application must have some specificity. Estimated need is \$120-\$150k which could cover possibility of demolishing existing building and construction of mixed used building with apartments and retail space, similar to Ruehlman building.

WestCURC is not committed to demolition at this time and would have flexibility to modify plans as they gain more ideas and estimates through RFP process.

The WCA can provide separate letters of support for each project or both in one letter.

The intent is to eventually sell the building to a vetted buyer and for a project that benefits Westwood.

John Kerr introduces a motion to fully support WestCURC's proposal with a letter of support to be drafted by WCA President Thomas Sauter; seconded by Katie Frazier. Motion passes.

## 12. Committee Assignments-Tom Sauter

Informal gathering past Sunday with new/current board where we discussed the scope of existing WCA committees. Board members were encouraged to consider where they would like to play a role but that we also encourage interested residents to participate in committees as well.

- 1.) Properties, Infrastructure, Buildings, and Zoning
- 2.) Education
- 3.) Youth Council
- 4.) Membership/Outreach
- 5.) Clean-Ups, Beautification, YOTM
- 6.) Communications
- 7.) EDI (Equity, Diversity, Inclusion)
- 8.) Fundraising
- 9.) Finance
- 10.) Public Safety
- 11.) Nominating Committee / Elections
- 13.) Bylaws/ Compliance / Governance

Each committee will have a chair; and be tasked with 5 key responsibilities:

- 1.)Tangible goals, short and long term
- 2.)Regular Meetings
- 3.)Projects (for meeting those goals)
- 4.)Budget/Resources (Not just money. Can also be time, or physical resources like shovels or event space)
- 5.)What do you need? (From the president/board/neighborhood/City)

WCA President will commit to having a 15 minute conversation with each committee monthly for updates.

Scott LeCates introduces a motion to incorporate and enable the 12 committees presented by the president (12 committees listed above) and begin filling positions; Seconded by April Stephens.

Motion passes.

### 13. WCA Board Elections-Lessons Learned-Larry Eiser

The WCA's first board election since ~2014 and the first online election was held this past March. Larry Eiser met with others on the board to review the election process to identify what was successful and what challenges or problems arose. Larry sent the board a summary of the group's findings and recommendations for improving future WCA elections. Recommendations include verifying e-mail address upon sign up/membership and following up for corrections if needed with a phone call; educating potential candidates on role and expectations of board members; improvements for membership renewal and verification as only current members can vote in board elections; expanding outreach beyond Westwood Town Hall area to increase size and diversity of engaged members.

Action items have been assigned to members of relevant committees to reflect on lessons learned, address problems and improve election process for next time.

The group included: Alexa Justice, Emily Reynolds, April Stephens, Steve Schramm. Steve Beckman and Larry Eiser.

### 14. DORA sidewalk tattoo funding-Larry Eiser

A Designated Outdoor Refreshment Area (DORA) is being proposed for Westwood that would provide defined hours for drinking alcoholic beverages outdoors in a defined area surrounding Westwood Town Hall Business

District. Town Hall building and play ground would be excluded. The application is being prepared and has not yet been submitted to the city.

There are some costs involved. Participating businesses must use designated DORA cups and post signage to indicate they are or are not DORA participants. Larry is seeking funding for boundary signage costs with plan to use sidewalk "tattoos" (12" circles) that adhere to sidewalk to mark boundaries (versus signposts). Each one costs \$16 and at least 26 are needed, but extras would be ordered for backup replacement. The total estimated cost is \$1,000. Larry is looking into other funding options but wants to know whether WCA might be willing to provide funds to cover some of that cost. No decision is needed at this time, but Larry requests the WCA make a decision by June. Larry will update us on whether he is able to locate other funding.

Discussion is tabled for now.

#### 15. Westwood Strategic Plan-Consultant Cost Matching Request-Larry Eiser

An updated strategic plan for Westwood is being spearheaded by Westwood Coalition but would be submitted to the city by WCA. Westwood Works had some remaining grant funds they hoped to use towards hiring a consultant who would assist with updating the strategic plan for the neighborhood, but those funds had to be used by the end of April 2021. An RFP was issued but they didn't get a sufficient number of bids. Westwood Works expects to have additional funds coming up to put towards hiring a consultant to assist in updated a strategic plan for Westwood this year, as long as other community groups also contribute monetarily.

There is no hard timeline for updating the strategic plan.

We do not have a current balance on WCA account with transition to new treasurer and cannot speak to availability of WCA funds to commit to this purpose. The discussion will be tabled and continued once we have an update on current WCA finances.

Westwood Coalition issued the RFP but the process has not started. The intent is to capture the community desires of a broad representation of Westwood residents and organizations in the updated strategic plan.

#### 16. Other Business-

- Update from Scott LeCates on LSMDC. Scott LeCates attended the site based committee meeting (LSMDC) for Gamble High School this evening. The school presented their 5 year strategic plan which should be posted on the school's website soon.
- Karen Strasser-All Westwood school principals have been notified to nominate students for Wayne Brinkman student awards with a deadline for nominations. The awards ceremony would need to be held at May general meeting. Karen will work on securing an award presenter and the awards for students
- Resident Ty Gray-asks for a status update on proposed new crosswalks. Larry Eiser answers, he proposed several locations to the city for the installation of new crosswalks based on priority areas identified by residents. DOTE reviewed and determined that a crosswalk would be insufficient/dangers in the proposed locations due to the volume of traffic. DOTE is evaluating alternative options and costs to stop/slow traffic in areas along Harrison and Montana and Westwood Northern Blvd. Larry will follow up with a phone call to DOTE on this issue.

This intersection is a school bus stop and has a high volume of traffic that lacks crosswalks and stop lights.

Alexa motions for WCA to write a letter to DOTE to request they prioritize to study the intersection at Harrison & Bracken Woods for traffic calming measures. Seconded by Scott LeCates.

Motion passes. Alexa will draft the letter to DOTE.

- Marie Jones- several community flower pots in Adopt-a-Pot were destroyed by a car recently. She would like to replace the pots if there are NSP funds available for this, but it would likely exceed the amount budgeted for Adopt-a-Pot under the NSP proposal. The treasurer will look into available NSP funds once they are granted from the city for the current year. The pots cost about \$80-\$100. Several meeting attendees offered to contribute toward replacement pots.

17. Nick motions to adjourn; April seconds. Meeting adjourned.